

United States Bankruptcy Court Northern District of Ohio



Vacancy Announcement #18-01

Position: Chief Deputy Clerk (Type II)

Location: Cleveland, Ohio

Salary/Grade: JSP 15-16 (\$126,232-\$148,047)

Position Type: Full-Time, Permanent

Opening Date: January 25, 2018

Closing Date: February 23, 2018

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Chief Deputy Clerk. The court is comprised of 55 clerk's office staff and seven judges. The court serves the 40 northernmost counties in the State of Ohio, with locations in Akron, Canton, Cleveland, Toledo and Youngstown. The Chief Deputy Clerk is an executive level management position in the Clerk's office, reporting directly to the Clerk of Court. The Chief Deputy Clerk is responsible for assessing and improving current processes, procedures, and daily operations. The incumbent will manage the workflow and large-scale projects of the court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

Representative Duties:

- Provides leadership in the areas of human resources, finance, court services, policy development, automation, and strategic planning.
- Assists with developing and executing long-range plans of the Clerk's office and the court while managing district-wide projects, policies, procedures, and initiatives, and effectively communicates the impact of changes on operations.
- Assists with overseeing the business of the court, including analysis, interpretation, and application of relevant statutes, rules, reports, and operating procedures while serving as a custodian of official court records.
- Oversees the work of court managers, which include five Deputy Clerks in Charge and a Budget Manager.
- Interacts with the Administrative Office, Federal Judicial Center, court units, the Bar, judges, employees, other federal agencies, and the public to resolve complex issues of practice and procedure.
- Troubleshoots and resolves personnel matters, and recommends the appropriate solutions.
- Manages and coordinates a variety of functions and activities, including CLE credit hour coordination and website content monitoring.
- Manages and updates various court documents to enhance the effectiveness of the Clerk's Office.
- Assists in the review, development, and implementation of the Continuity of Operations Plan.

- Assists in directing the court's financial services functions in accordance with statutory requirements and in the preparation for cyclical audits and ensures that operational processes are in compliance.
- Conducts periodic staff training on relevant topics.
- The Chief Deputy travels occasionally within the district to other court locations in Akron, Canton, Youngstown, and Toledo.
- Performs other duties as assigned.

Qualifications:

- A Bachelor's degree in public, business or judicial administration, or other related field from an accredited college or university required.
- A minimum of six-years progressively responsible administrative, professional, supervisory, technical or other responsible work, which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment;
- Ability to successfully lead with vision, sustain a high level of organizational excellence, articulate management priorities and lead change as directed by the clerk;
- A thorough understanding of organizational management to include administrative and human resource aspects;
- A proven record of leadership and accomplishments;
- Ability to exercise a high level of integrity and retain confidential information.
- Excellent judgment, proven problem solving abilities, and ability to tactfully handle workplace and employee relations issues;
- Demonstrated ability to research, gather and analyze relevant data;
- Exceptional presentation skills and the ability to effectively interface with judicial officers;
- Ability to effectively coach, develop, direct, and manage a skilled, service-oriented team;
- An understanding of current information technology, and the ability to apply automation concepts for enhanced court operations;
- Exceptional organizational and project management skills;
- Exceptional written, oral and interpersonal communication skills;
- Availability to travel, which includes some overnight stays.

Preferred Qualifications:

- A Master's degree in business, public or judicial administration, or a law degree from an accredited college or university.
- Federal or state court experience with a working knowledge of the Federal Rules of Bankruptcy Procedure, and an understanding of court operations and administration.
- Working knowledge of legal terminology, court procedures, and Federal Judiciary case management.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. The Chief Deputy Clerk position is an

Executive High-Sensitive position within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The Chief Deputy will be subject to updated background investigations every five years. A probationary period is also required.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=l4gsd9zw&pos=18-01>

A full application packet consisting of a letter of interest, detailed resume, list of three professional references, a completed AO-78 Application for Judicial Branch Federal Employment, must be received by 11:59 p.m. on the announcement closing date. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer